



## DATA PROTECTION AND PRIVACY POLICY

Congleton & District U3A has adopted a Policy in order to comply with the requirements under the Data Protection Act in connection with the holding and dissemination of personal data. The Committee is responsible for implementing and monitoring this Policy, and each Member is responsible for adhering to this Policy, which should be regarded as an addendum to the Constitution of Congleton & District U3A.

### PERSONAL DATA

The Congleton & District U3A website and administrative systems hold some personal data about each member: Title, Names, Address, Phone Number(s), e-mail Address and Emergency Contact Number(s). The Data Administrator, the Membership Secretary, the Treasurer, and the Website Administrator have access to Member's data for administrative purposes. Other Members, including Group Leaders, who require such access to parts of the database, in order to carry out their assigned duties, may be nominated by the Committee. Members on 'log-in' can see the names of Group Leaders and Committee Members but not their contact details unless specifically authorised.

No other persons, whether they are Members of Congleton & District U3A or not, have access to any of the above information.

By e-mailing Congleton & District U3A your details, or by entering your details in an online or paper form, you allow Congleton & District U3A to provide you with services and notifications. Every time you submit such personal information, Congleton & District U3A will treat that information in accordance with this privacy policy.

Congleton & District U3A will act in accordance with current legislation and aim to meet current Internet best practice.

The Data Administrator will hold a back-up copy of the database containing members personal data on a personal computer in order to test releases of new versions of the system software. The Membership Secretary and Magazine Distributer may also hold, from time to time, a separate copy of addresses and route information in order to print labels and support the posting or delivery of magazines and notices to individual members. Personal details are then deleted from the personal computer after the specific purpose has been completed.

Hard-copy signed membership forms are also held by the Membership Secretary, or by the Treasurer, in accordance with Gift Aid regulations.

When you supply any personal information to Congleton & District U3A, we have legal obligations towards you in the way we deal with that data:

- We must collect the information fairly; and
- We must let you know how we will use it; and
- We will not pass the information on to any third party unless legally required to do so; and
- We must let you know in advance if we are required to pass the information on to anyone else.

## **NATIONAL U3A**

Where members elect to receive 'Third Age Matters' and similar publications from the National Office, then their Names and Addresses are passed to the National Office. No other information from the database is made available outside Congleton & District U3A.

## **RETENTION**

Information regarding Gift Aid donations is retained for as long as required under the HMRC regulations; other data are retained for one year after the member resigns. Deceased members details will however be removed from the database. Members authorised to receive personal information from the database must keep this information secure. Members must take care not to propagate the information accidentally or otherwise, and must ensure that any information received or gathered is destroyed once the purpose for which it was provided is fulfilled.

## **E-MAIL POLICY**

The Congleton & District U3A website and administrative systems incorporate the facility to generate and transmit e-mail messages between the Committee and the general Membership, between Group Leaders and Members of their Groups, and between individual Members.

The Data Administrator and other authorised Members of the administration team monitor and oversee the operation of the e-mail system to ensure that the system is protected from the ingress of spurious messages ("spam") or other abuse, that the total volume of messages remains within the allowed limits, and that any messages which fail to be transmitted, for any reason, are re-sent to the appropriate recipient for their attention.

Note that, as with any e-mail system, messages are not private but are open to being read at any point during transmission, including as part of the e-mail monitoring process. All such message content will be handled in the same way under this Data Protection Policy by all parties as other personal data provided to Congleton & District U3A. Members are advised that they should not use the e-mail system to send any form of confidential information such as banking details nor make personal comment about individuals that may constitute any form of abuse or bullying.

## **COOKIE POLICY**

We may use cookies with our website to improve its performance and enhance your User experience. Cookies are small text files which a website may put on your computer or mobile device when you first visit a site or page. The cookie will help the website to recognise your device the next time you visit. They will also help us to remember your username and preferences (e.g. the groups you may select to join through the website).

## **LINKS**

All external links from the Congleton & District U3A website are provided for information and convenience only. Congleton & District U3A cannot accept responsibility for the sites linked to, the information found there, nor the privacy policy of those websites. A link does not imply an endorsement of a site; likewise, not linking to a particular site does not imply a lack of endorsement.